

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Wardrobe Clerk

POSITION NUMBER: TGO 005-12

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent preferred. *(Please submit a **copy of either document with application if applicable**)
- *If applicant does not meet education requirement, employer will allow 6 months from date of hire to obtain this job requirement as a condition of employment.

SKILLS:

- ☐ Excellent communication skills both oral and written.
- ☐ Excellent guest service skills.
- ☐ Must possess basic Math skills.
- ☐ Must have computer knowledge and the ability to learn new software programs.
- ☐ Must have a high degree of organizational skills.
- ☐ Must have the ability to type a minimum of 20 wpm. **(Test required)**
- ☐ Ability to sew and perform alterations.
- ☐ Solid interpersonal, networking, and public relation skills with emphasis on verbal communication and interfacing with a diverse array of people, i.e., personnel, guests, vendors, management, and executives, using poise, tact, and diplomacy.

EXPERIENCE:

- ☐ Minimum of six (6) months guest service experience.
- ☐ Prior experience conducting monthly and daily inventory preferred.

OTHER REQUIREMENTS:

- ☐ Must be 18 year years or older.
- ☐ Must attend training and team member meetings as required.
- ☐ Must possess a valid Washington State Drivers License, clear driving record, and meet the organizations insurance criteria. **(Copies of driver's license and current documentation from the DMV must be attached with application)**
- ☐ Tolerance and patience for coping with stress in a fast paced environment.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the Tulalip Resort Casino, Bingo, and Quil Ceda Creek Casino.
- ☐ Must be able to successfully complete either a tribal, state, or federal background investigation.
- ☐ Must be able to obtain a Hotel Permit per Regulation 12 with the Tulalip Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with The Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a personal computer and to perform routine.
- ☐ Ability to sit and/or stand for extended lengths of time.
- ☐ Ability to climb stair on a frequent basis.
- ☐ Strength and endurance to lift and carry up to 50lbs on an occasional basis.
- ☐ Tolerance to work in a smoke filled environment.

Tribal Department: Wardrobe

Employee Classification: Non-Exempt

Job Summary: Responsible for providing uniformed team members with an adequate number of uniforms. Maintains monthly inventory records, provides Finance with accurate monthly inventory information, and receiving and storage of team member uniforms. Prepares dry-cleaning wardrobe items for pickup and drop off.

Employee Reports To: Wardrobe Coordinator or designee

Extent of Job Authority: Under the direction of the Wardrobe Coordinator, provides team members with an adequate number of uniforms in accordance with established policies and procedures.

Specific Duties Performed:

1. Provides uniformed team members with an adequate number of uniforms.
2. Maintaining monthly inventory records.
3. Provides Finance with accurate monthly inventory information.
4. Receiving and storage of team member uniforms.
5. Prepares dry-cleaning wardrobe items for pickup and drop off.
6. Promotes outstanding guest relations.
7. Performs alterations, hemming, and repairs as needed or requested..
8. Follows Wardrobe standard operating procedures.
9. Attends training as assigned.
10. Performs and assists with other duties as assigned.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$12.72 per hour

Opening Date: January 6, 2012

Closing Date: January 20, 2012 at 4:00 pm

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Central Employment Office, located at 10200 Quil Ceda Blvd Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 9:00 a.m. to 5:00 p.m. Main telephone number (360) 716-1562.